



Base Bulletin

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25 Dec 2002

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The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items via email to publishing.management.dci@vandenberg.af.mil or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614 to arrive at DCI/SCSP by noon Friday, the week before you want your item to appear. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

SECTION I — ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961.

Safety Hazard: Dial 5-SAFE (If off base, dial 605-SAFE).

SECTION II — OFFICIAL

1. Team Vandenberg:

a. Retirement Ceremony: 31 Dec 02, 1400, Chapel II. The Men and Women of the 30 MXG cordially invite Team Vandenberg and Tenant units to the retirement ceremony honoring MSgt Quinn Johnson's 24 years of service in the United States Air Force. POC: 1Lt Jimmie Bowyer, 30 MXG/CCE, 5-8088.

b. Promotion Ceremony: 3 Jan 03, 1500, Pacific Coast Club. Participants arrive at 1400; uniform for SSgt inductees is service dress, all others, uniform of the day. POC: MSgt Wingett, 30OG/CCF, 6-9600.

c. Team Vandenberg 4th Quarter Awards Suspense: All Company Grade Officer, Enlisted, Civilian, and Volunteer packages are due NLT 1630 Hrs, 3 Jan 03. Hand carry packages (except Civilian Category) to Bldg 10577, Room C-104, 30 SW/JAE, addressed to 30 SW/CGO Board Facilitator, 30 SW/Enlisted Board Facilitator, and 30 SW Volunteer Board Facilitator. Deliver Civilian nomination packages to 30 MSS/DPMP, Bldg 11777, Room C-216. Rules of Engagement/Criteria can be found at the following link: http://www.vandenberg.af.mil/awards_promotions/guidance/index.htm. (30 MDG/CEM, 6-8736)

d. Det 9 Commander Promotion Ceremony: Lieutenant General Brian A. Arnold, Commander, Space and Missile Systems Center, requests the pleasure of your company at a Promotion Ceremony and reception for Lieutenant Colonel Randy K. Turner to the grade of Colonel on 3 Jan 03, 1400 at the Readiness Review Center, Building 8500. RSVP by 30 Dec to Det 9, SMC/CCE, 6-2712/6771. Dress: Duty Uniform

e. African-American Association's General Membership Meeting: 9 Jan 03, 1530 at Chapel 1 Annex. Additional meetings will be held 6, 16, and 23 Jan 03 at 1530 in the Chapel 1 Annex to plan for the upcoming Martin Luther King Jr. (MLK) and Black History Month events. All active duty members, spouses, dependents, and retirees are welcome. For more information, contact MSgt Quinn Johnson or SSgt Karon Williams at 6-0358 and 5-3544. POC: MSgt Daniel, SPACEAF/A44C, 6-2830.

f. Airman Against Drunk Driving: 8 Jan 03, 1500 at the Services Center. We will be voting on next year's Executive Council members, as well as discussing ongoing issues. Positions openings include Program Manager, Volunteer Coordinator, Recorder, and Publicist. If you would like to nominate an individual for a position please forward to SrA Paige Ramos NLT 6 Jan 03. The program is open to all DoD personnel and rides home are confidential. If you or someone you know has been drinking without a designated driver, please call 698-8822/23 on Thursday through Sunday. For more information call SrA Paige Ramos at 6-6070 or TSgt Thomas Merrett at 6-9876. POC: SSgt Osberry, 30SCS/SCSVC, 6-7544.

g. Reschedule of Annual New Programs: 16 Jan 03 at 1000 in the Building 7000 Theater. This briefing will focus on more than 20 new programs at the 30th Space Wing. The briefing is classified FOUO. POC: Paul Klock, 30 SW/XPR at 5-7210.

h. Tax Volunteers Needed: Tax volunteers for all units are requested for the upcoming tax season. Training is provided by the Internal Revenue Service (IRS) and California during the second and third week of Jan 03. Help your unit by becoming a volunteer. POC: Ann Fox, 30SW/JA, 5-3668 or by email.

2. 30th Space Communications Squadron:

a. Emission Security Announcement: If you have classified processors and have a need to switch classified and unclassified signal wire lines or share one monitor, keyboard, and mouse with a classified central processing unit (CPU) and an unclassified CPU, an A/B switch can be used. Contact TSgt Jimenez at extension 5-2352 for more information.

b. Revised Publications: Effective immediately, the following publication is now available on the VEPDL, <http://vepdl.vandenberg.af.mil>, AFSPCI10-1202_14AFSUP1, Crew Force Management, 30SWPAM91-1, Mid-Air Collision Avoidance (effective 1 Jan 03), and 30SWIND02, 14 Air Force and 30 Space Wing Index. (30SCS/SCSP-DCI, 6-7892/4)

3. Traffic Management Office:

a. Separating, Retiring or PCSing? PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: SSgt Papa, ext 6-0904 (30LRS/LGRT)

b. It's Your Move: If you are scheduled to make a Government sponsored move this message is for you. The Traffic Management Office (TMO) would like to send you information to assist you with your move. Along with the briefings, an "E" package of tips and information on your upcoming move can be emailed to your computer. POC: Maureen Burt, 6-6932/33 (30LRS/LGRT)

c. Attention TMO Customers: If you have recently arrived PCS and have household goods in storage awaiting quarters, schedule delivery of your personal property as soon as you have a firm address and move in date. Local agents may not be able to provide prompt delivery services if they are not provided sufficient lead-time. POC: SSgt Agcaoili, 6-0906 (30LRS/LGRT)

4. Civilian Personnel: (30 MSS/DPCE, 6-5847)

a. Voluntary Leave Transfer Program: Shannon Reeves - Davis Monthan AFB, Mary Shepherd, Robins AFB, Ricardo G. Santos, Onizuka AFS, Denise Christopher, Luke AFB, Diane Fowler, Izmir Turkey, Ethel Carter and Janet Brown, Scott AFB, Frank Rohosy, Pittsburgh IAP, Kevin Hanson, Anthony Karas, and Gail Knitter, General Mitchell IAP WI, Lora M. Hudson, Kirtland AFB, Jacquelyn Schmidt, AF Academy, Annie I. Easton, Andrews AFB, Donna Norsworthy, AFAA Little Rock AFB, and Jane Kelsey, Eglin AFB are all in need of leave donations. Civilian employees who would like to donate a portion of their annual leave must complete an Optional Form 630-A. You can go by Building 11777, Room B-105 to pick-up and/or turn in your form. You can access this form on the web at: http://www.opm.gov/FORMS/PDF_FILL/opm630A.pdf.

b. Federal Long Term Care (LTC) Insurance: Current Federal civilian employees, active duty military members, retired Federal civilian employees, retired military members, eligible spouses and adult children, and other eligible groups, may participate in the program. Questions about LTC insurance can be directed to the LTC partners at 1 800 582-3337, between the hours of 0800 to 2000 Eastern Standard Time (EST), or via the main web site: www.ltcfeds.com. A separate number, 1 800 843-3557, for the hearing impaired is available. Apply during Open Season and your premium will be based on your age as of 1 Jul 02. Time is running out, Open Season ends on 31 Dec 02.

c. Weingarten Right: Federal civilian employees who are members of a bargaining unit have the qualified right to union representation during investigatory interviews/meetings. This Weingarten right is mandatory when the following four (4) conditions are met:

1. The meeting between the employee and management official(s) must be an examination;
2. The examination must be in connection with an investigation;
3. The employee must reasonably believe that disciplinary action may result from the meeting; and
4. The employee must request representation.

5. 30th Security Forces Squadron Information:

a. Firearms Registration: IAW 30 SWI 31-101, Installation Security Program, Paragraph 14.3.1, all Base residents who own or possess firearms must register them with the Pass and Registration Office. To initiate the process, request an AF Form 1314, Firearms Registration. Members can obtain it from their own unit Orderly Room, or from Pass and ID. If the owner is directed or required to store the weapon in our armory, then take the form (and weapon) to the armory. If the weapon does not need to be stored in the

Armory complete the form in triplicate, and take the signed form to Bldg, 11777, Room C-111. For more information, contact your Resource Protection Monitor, or call 5-0797. (30 SFS/SFOSP)

b. Neighborhood Watch Program: This program is run by you and designed to help ensure a safe and secure neighborhood. If you are interested in starting this program in your area, call Resource Protection Monitor, 5-0797. (30 SFS/SFOSP)

6. Civil Engineering Squadron Information:

Attention Housing Residents. Housing areas are under continuous surveillance to ensure they conform to Air Force standards. The most common discrepancies include overgrown grass, weeds, unruly shrubs, trash and pet waste. You should arrange for care of your lawn when on leave or TDY. Absence does not negate your responsibility for yard maintenance. If you are part of the military community whose military member has deployed, contact TSgt Todd Lefebvre at 6-1607 and ask about the Global Hearts Group. They can assist you with yard work while the active duty member is deployed if the deployment is for 31 days or more. This is their way of thanking you for all your contributions to Team Vandenberg. If you have any questions concerning yard inspections or notice an unoccupied home that requires attention, please contact the Yard Inspector at 6-1936. Let's all work together to make the Vandenberg community a better place to live and work. POC: DeAnne Edlund, 30CES/ZEH, 6-3477.

OFFICIAL

Robert M. Worley II
Colonel, USAF
Commander

Mary E. Meyer
Chief, Publishing Management

SECTION III — UNOFFICIAL

General Information:

a. Base Theater Schedule: 27 Dec 02: 8 Mile, Rated R, Showtime at 1930 with doors opening at 1910. 28 Dec 02: Santa Claus 2, Rated G, Showtime at 1500 with doors opening at 1430. 28 Dec 02: 8 Mile, Rated R, Showtime 1930 with doors opening at 1910. 29 Dec 02, My Big Fat Greek Wedding, Rated PG, Showtime at 1500, with doors opening at 1430. Please call Theater schedule at 734-1315 for any further information. (AAFES)

b. 30 CPTS Office Renovation: Squadrons in need of furniture, please stop by Bldg. 11777, Room A107 to claim excess furniture. All items must be picked up by 8 Jan 03. POC: SSgt Galan, 30CPTS/FMFL, 5-0627.

c. Titan Toastmasters: Titan Toastmasters is a group dedicated to public speaking. Learn how to speak effectively in a no pressure, supportive environment! You can learn how to run meetings and think on your feet too. Come and be our guest. Meetings are open to everyone. Meetings are held at the Services Center on Thursdays from 1530 to 1630. POC: Bruce Henderson, 533TRS/DOB, 6-1541, ext 3722.

d. Cultural Homestay Institute (CHI): Looking for Host Families to host a Japanese student (Jr. High – High School age), 26 Mar–3 Apr 03. The Cultural Homestay Institute), a non-profit student exchange program who will be sending 15 - 17 Japanese students for a 10 day stay. CHI's purpose is to afford families the opportunity to learn about people from other countries first-hand and to share one's own values with them. Please contact Diana Gellentien at 735-9168 or 735-2771, ext 238. (CHI)

e. DMS 3.0 End User Training: The Base Communications Center will be hosting a team offering DMS 3.0 user training. The Base will be soon be upgrading to the newer version, which has a significantly different interface from previous versions of DMS. Though not mandatory, it is highly recommended and encouraged people who use DMS to send official email (i.e. Secretaries, Executive Officers, Information Managers, etc.) attend. There will be morning and afternoon classes, held in the 2nd floor Conference Room, Building 12000, available on the following dates: 6 Jan 03 0730-1130, (19 slots available), 6 Jan 03 1230-1630 (20 slots available), 7 Jan 03, 0730-1130 (16 slots available), 7 Jan 03, 1230-1630 (15 slots available), 8 Jan 03, 0730-1130, (19 slots available), 8 Jan 03, 1230-1630 (20 slots available), 9 Jan 03, 0730-1130, (21 slots available). POC: SSgt Alan Palazo, 30SCS/SCBG, 6-7198, alan.palazo@vandenberg.af.mil.

f. FY 03 DAPS Print Request's Arrival: Please stop by and pick up a pad of tickets. One pad per requester due to a limited quantity on hand at this time. POC: DAPS, Rene Torres, 6-2341.

g Las Vegas Trip: 17 Jan 03 through 20 Jan 03 there will be a tour bus to Las Vegas during Martin Luther King weekend. Cost is \$45 per seat. You will need to make your own hotel accommodations. If you wish to reserve a seat on the bus, please call Jerry Reyes at 6-6439 or email to jerry.reyes@vandenbergh.af.mil.

h RN Telephone Triage: Immediate long term, part time opening at local military Clinic. Must be licensed in state of California, minimum 5yrs of experience, work independently, must be computer literate and possess good problem solving skills. Excellent salary. Contact this site if interested: hr@altosgroup.com or Fax resume to (202) 726-7717. POC: Capt Fowler, 30MDG/SGSB, 6-1959.

i. Public Key Infrastructure (PKI): This link provides a wealth of information about PKI and explains instructions on how to use. <https://afpki.lackland.af.mil> <https://afpki.lackland.af.mil/>. POC: Thomas Woodard, 30SCS/SCBI, 5-5087.

Chapel: (30SW/HC, 6-5773)

Holiday Christmas Schedule

24 Dec	1700	Christmas Children's Mass	Chapel I
25 Dec	0000	Midnight Mass	Chapel I
25 Dec	1000	Christmas Day Mass	Chapel I
25 Dec	1130	Protestant Christmas Day Service	Chapel I
28 Dec	1700	Saturday Mass	Chapel II
29 Dec	1000	Sunday Mass	Chapel II
29 Dec	1130	Combined Worship Service	Chapel I
31 Dec	2200	Watch Night Service & Fellowship	Chapel I
31 Dec	1700	New Year's Vigil Mass	Chapel II

Note: Please call the Chapel at 6-5773 for further Holiday Information or activities

Family Support Center: Pre-Register for all Classes, Workshops & Seminars (30 MSS/DPF, 6-0039).

a. Volunteers Needed: If you are looking for a rewarding way to help our military community, meet other people, and learn about the Base and local area, then consider volunteering at Family Services. Just a few hours a week can make a real difference in the lives of our military families. Free childcare for up to 15 hours/month is available for our volunteers. Call 6-5484 or 6-0039 for more information.

b. General Henry H. Arnold Education Grant Program: Application deadline is 14 Mar 03. The General H. Arnold Education Grant Program provides \$1,500 grants to selected sons and daughters of active duty, Title 10 AGR/Reserve, Title 32 AGR performing full-time active duties, retired, retired reserve and deceased Air Force members; spouses (stateside) of active duty members and Title 10 AGR/Reservists; and surviving spouses of deceased personnel for their undergraduate studies. Awards for the 03-04 academic years will be announced in Jun 03. POC: Lyn Smith at 5-8551.

c. Videophone Program: This program provides videophone communication for immediate family of military members who are deployed, remote or TDY. Call TSgt Lefebvre at 6-0039 to set up an appointment.

d. Food Pantry: The Food Pantry is a volunteer program that assists military personnel and their family members experiencing financial hardship by collecting and distributing donated food and other products. Families are provided with a certain amount of food to help them get through a payday-to-payday existence. In addition, Ms. Darlene Horne distributes USDA commodities to qualified families according to income. The following donations are always needed and appreciated: Cereal, Rice, Peanut Butter, Beans, Pasta, Soups, Baby Formula, Cookies, Crackers, Baby Food, Canned Fruits/Vegetables, and Basic Essentials. For assistance or to donate, call 6-2960 or 6-0039.

e. Computer Resource Room: 0800-1600, call 6-0801 to reserve time slots. You will find computer support for completing the Federal Job Kit, resumes, and applications. The Scholarship Resource Network is available. Internet connection is available for transition, relocation, and family member employment needs. Local and nation-wide opportunities are posted, and a selection of employment research books are available for check out.

f. Respite Care Program: Intended to assist those who cannot afford care and would otherwise never get a "break". This program is based on necessity, as well as financial need and is always given as a grant. Families are referred to AFAS through the Exceptional Family Member Program (EFMP) or Family Advocacy. Contact Lyn Smith for more information at 5-8551.

g. Phone Home Program: Prepaid calling cards provided by the Air Force Aid Society are available for Air Force members to include single and married service members when they deploy for 30 days or more. TSgt Lefebvre disburses only one calling card to the service member per deployment. Eligible to receive calling

cards are active duty Air Force service members who are deploying for over 30 days, to include school TDY's over 30 days. Also eligible are Air National Guard and Reservists activated under Title 10 orders for over 30 days. Call TSgt Lefebvre at 6-1607 for more information.

30th Services Squadron: (30SVS/SVK, 6-0276)

a. Pacific Coast Club: (For information on any Cub functions, please call 734-4375 or 734-4376).

§ **Club Card Drawing:** The drawing is every Friday between 1700 and 2000. \$50 giveaway in each lounge each week. Must be present to win.

Entertainment/Events:

♫ **Holiday Closure:** 25-26 Dec 02.

♫ **Mug Night:** 27 Dec 02, 2100-0200, Enlisted Lounge. Starting in Jan 03, Mug Night will be moved to Saturday!

♫ **DJ:** 27 Dec 02, 1800-2200, Officers' Lounge.

♫ **New Year's Eve All Nighter:** 31 Dec 02, 2100-0400, in both lounges. DJ, party favors, breakfast at 1am. Club Members and spouses are FREE! (Non-members \$10).

♫ **Fiesta Bowl:** 3 Jan 03, 1700, both lounges. Watch the College Football Championship game at the Club.

Menu:

🍴 **Weekly Lunch Schedule:** Tuesdays-Mexican, Italian, or Oriental Buffet (on a rotating schedule), Wednesdays-Santa Maria BBQ Buffet, Thursdays-Chicken and Ribs Buffet, and Fridays-Seafood Buffet.

b. Fitness Center: (30SVS/SVMP, 6-3832)

🚲 **Holiday Closure:** 25 Dec 02.

🚲 **Racquetball Notice:** Courts 2 and 3 will be closed 18 through 28 Dec 02 for painting. Court 1 will be closed through 25 Dec 02 for painting.

c. Bowling Center: (30SVS/SVK, 6-3209/734-1310)

🎳 **Airmen's Night:** 26 Dec 02, 1700-2100. Every Thursday night at the Bowling Center, E-4's and under bowl for just \$1 per game.

🎳 **Valley of the Flowers Tournament:** 11-12 Jan 03 at VAFB Bowling Center & 18-19 Jan 03 at Ocean Lanes in Lompoc. Pick up your sign-up forms today!

🎳 **Name the Bowling Center Contest:** Watch for details! Contest will start 1 Jan 03.

d. Library: (30 SVS/SVT, 6-6414)

📞 **Dial-A-Story:** The library's storytelling telephone service is back! Just dial up 6-4300 and listen in on some fantastic stories over the phone. Available 24/7, stories usually change out Sundays.

e. Youth Center: (30SVS/SVYY, 6-2152)

🏹 **Membership Drive:** 18-20 Dec 02. Get a \$5 discount on 03 memberships during this drive.

f. Marshallia Ranch Golf Course: (30SVS/SVRG, 6-6262)

🏌️ **Winter Open:** 4-5 Jan 03. Format: Individual 36-hole stroke medal play. Cost is \$20 per player, sign up at the Pro Shop no later than 2 Jan 03.

g. Services Center: (30SVS/SVYR, 6-7976)

📦 **UPS Shipping:** The Services Center has UPS shipping available for your holiday needs.

👐 **Natural Knead Massage:** Gift baskets and gift certificates are available for the holidays.

👕 **Tops In Blue:** Coming to Vandenberg 24 Jan 03

h. Family Child Care: (30SVS/SVYD, 6-4639)

👶 **Child Care Provider:** The need for Child Care Providers has never been greater! Help make a difference and find out how you can become a licensed childcare provider. Contact Gwendolyn Jones at 6-4639 or 6-3255.

i. Outdoor Recreation/Equipment Checkout: (30SVS/SVRO, 6-5908)

🛠️ **Winterizing Equipment:** Make an appointment with Outdoor Recreation to learn how to winterize you lawn equipment. Also, for those who are about to PCS, learn how to safely disassemble those items for packing and storing.

j. Family Aquatics Center: (30SVS/SVRO, 6-3581)

🏊 **Pool Closure:** Due to heater repairs, the pool will be closed until further notice.

k. Skills Development: (30SVS/SVRS, 6-6438)

🔨 **Classes & Workshops:** Woodworking, Ceramics, Stained Glass, Framing, and Auto Skills classes are available. Stop by for a complete schedule.

Education Center: (30MSS/DPHE, 5-5904).

a. American Military University: Is now offering free undergraduate tuition to spouses of active duty members that are also attending the college as an undergraduate student. The program is called Spouse Schoolmates Scholarship. For more information contact AMU at (703)-330-5398 or on the Internet at <http://www.apus.edu/amu/home/default.asp>.

b. The Air Force Spouse Scholarship program: Is designed to encourage Air Force spouses worldwide to pursue associate/bachelor undergraduate or graduate/postgraduate degrees. The Aerospace Education Foundation provides an annual Spouse Scholarship to spouses of Air Force Active Duty, Air National Guard or Air Force Reserves. The scholarship is for \$1,000 and applications/instructions are available at the Base Education Center, Bldg 14001. Applications will be accepted through 31 Jan 03. If you need more information call the Base Education Center at 5-5904 or Kathy Moran at 5-5905.

c. Holiday Testing Schedule: The holiday testing schedule is as follows: No Testing on the 25, 26 or 31 Dec 02. No testing on 1-2 Jan 03. Testing: 30 Dec 02, 0800 and 1300.

d. University of Laverne Winter Registration: Winter classes commence on 6 Jan 03. Register for a Masters in Business, and add a concentration in Leadership or Information Technology. We offer a Bachelors Degree in Business Administration or Organizational Management. If interested please contact the Base Education Center at 5-5917 or 734-1306.

e. Embry Riddle Aeronautical University offers Two Bachelor Degree programs: We offer two Bachelor Degrees in Professional Aeronautics and Management of Technical Operation and also offer two Master Degree Programs in Aeronautical Science and Business Administration. Our Master Program classes are taught at our off-base location at 3875-F Constellation Road, Vandenberg Village. Registration for Spring 03 will run through 10 Jan 03. Embry-Riddle is located in the Education Complex, 144 Wyoming Ave. Bldg 14004 Room A-1. Our office hours are Monday through Thursday 0900-1730 and Fridays 0900-1200. If interested in our Programs please call us at 6-6557 or 734-4076 or by email erau@sbceo.org.

f. Montgomery GI Bill Conversion Payment: The deadline for this conversion election process was 31 Oct 01 and payment of the sum of \$2700 must be made within 18 months of the conversion enrollment date. The method of payment can be made either by lump sum, or combination of the two. People who have retired or separated should be cognizant that Finance Office does not make a payroll deduction for the last month while on active duty. Individuals should look closely at their Leave and Earning Statement (LES) since the pay deduction may not have commenced until a month or two after the election. Individuals must review their LES or visit their local Finance Office to confirm the initial date of their payroll reduction. It is the individual's responsibility to ensure that the sum of \$2700 is paid within the required 18-month period. If this requirement is not met, the Department of Veterans Affairs will not grant educational benefits to the veteran.

Computer Training: (MCA, 6-3771)

a. Personal Computer Systems Training: Call for information and dates for our new classes, **Adobe Acrobat Writer, Photoshop Elements, and Advanced Access**. Learn Introduction to Computers -- A basic classes for beginners; Word 2000; Word Advanced; Excel 2000; Excel Advanced; PowerPoint 2000; Access 2000 Beginning; Access 2000 Intermediate; Access Lab, Palm PDA Beginning, and Project 2000; Publisher 2000, Front Page 2000, Outlook, and Outlook Email Only. In addition to the existing traditional demonstration/lecture courses offered at the Computer Training Facility located within Bldg. 9360, MCA Engineers, Inc. also reserves 4 hour blocks of time specifically for those students interested in completing Computer Based Training (CBT) Courseware. This provides an alternate method for those who are unable to satisfactorily complete CBT's at their Personal Computer in their work environment. Slots are available both in the morning and afternoon time frame. Call for more information, or e-mail to: lexi.schwartz@vandenberg.af.mil.

b. Computer Tip: Using the ALT + SHIFT + CURSOR ARROW KEYS in Word - All you have to do is click once anywhere inside a paragraph. Then hold down Alt+Shift and press the up or down arrow. Viola! The entire paragraph moves up or down. The **Alt+Shift** key combination is an interesting one. If you select more than one paragraph, **Alt+Shift**+the **Up** or **Down Cursor Arrow** key will move all of the selected paragraphs up or down, adjusting numbering (for numbered paragraphs or styles) as you go. If you hold down **Alt+Shift** and push the **Right Cursor Arrow** key, Word turns the paragraph to Heading 2 style. Push the Right Arrow key again, and the paragraph becomes Heading 3, then Heading 4, and on to Heading 2. (No idea why it skips Heading 1) Push **Alt+Shift** and the **Left Arrow** key and the paragraph turns into Heading 9, then Heading 8, and so on, down to Heading 1. Nope, no pushing of the left or right keys will return the paragraph to its original style - even if it had been "Normal". POC Lexi Schwartz 6-3771

c. Available Classes: The following classes currently have room and are available on a "first come-first serve" basis. Email us to register for classes you would like to attend.

Course Name	Date(s)	Time
Pocket PC	1/6	08:00-11:00
Outlook	1/6-8	13:00-16:00
Office - Customizing Toolbars	1/6	11:30-12:30
Project 2000	1/7-10	08:00-11:00
UCM Training	1/8	08:00-11:30
Photo - Cropping and Cloning	1/8	11:30-12:30
Outlook Email Only	1/9	13:00-16:00
Internet Explorer - Tips and Tricks	1/10	11:30-12:30
Defense Message System	1/10	13:00-16:00

NOTE: Walk-ins are always welcomed!

For Sale: 2000 Honda TRX300EXY like new. Like new, \$4000,00 with extended warranty. If interested please call 734-4034.

For Sale: 1998 KAWASAKI, NINJA 1000R, 28,000 miles, extremely clean, garaged, never ridden in the rain, never been dropped and only two owners. Includes a matching Shoei helmet. Asking \$3,000.00. Great Christmas gift! Great commuter bike! Lots of FUN! (805) 736-0954.